

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 19<sup>th</sup> February 2013 at 7.00pm

**PRESENT:** Councillors: W Phillips (Chair), M Gee, A Killea, D Yates

**ALSO PRESENT:** R Lane - Town Clerk

**APOLOGIES:** Councillors: Mrs S Hooper MBE, C Oakes.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **74/12/13      DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None			

#### **75/12/13      QUESTIONS FROM THE PUBLIC**

None

#### **76/12/13      HEALTH AND SAFETY**

The Clerk reported that the Health and Safety consultant had conducted a full inspection of the Guildhall, Cemetery, outside areas and had concluded there were no major issues to address prior to the written report being received.

The Clerk reported that fire drills had been conducted for staff and public however a drill for councillors was outstanding.

It was **RESOLVED** that a fire drill for councillors be conducted at the earliest opportunity.

77/12/13

**TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

The Clerk reported that recent staff training undertaken included:

Finance Officer and Administration Officer p.m. - Sage accounting.

Finance Officer - VAT course.

Administration Officer p.m. - Excel course.

Town Clerk attending - SLCC Conference.

He further reported that future training booked included:

Finance Officer and Administration Officer p.m. - HMRC tax legislation update course in February.

Finance Officer - Sage training in March.

Mayor, Senior Administration Officer and Receptionist – Corporate Facebook and Twitter Communication in March.

Senior Administration Officer - Arrangements put in place for 'Working With Your Council' course work to be completed via home study.

It was **RESOLVED** to note the report

78/12/13

**BUDGET STATEMENTS**

(a) current Committee budget statement

It was **RESOLVED** to note the report

79/12/13

**UPDATE ON WORK EXPERIENCE SCHEME**

The Clerk reported that he had contacted Saltash.net to establish the feasibility of accommodating a work experience student at the Guildhall.

However the Work Experience Co-ordinator had informed him that students were encouraged to source work placements for work experience themselves.

Councillor Killeya informed members Cornwall Council host a web page for organisations/businesses offering work experience placements to students.

It was **RESOLVED** that the offer of a placement be forwarded to Cornwall Council.

**80/12/13      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

Members considered staffing issues related to Caretaker sickness and holiday staffing cover.

It was **RESOLVED** that appropriate cover be arranged with the relief caretaking staff funded from the staffing contingency budget.

**81/12/13      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

**82/12/13      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

No report.

**83/12/13      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None

**84/12/13      PRESS RELEASES OR ARTICLES REQUIRED**

None

**85/12/13      DATE OF NEXT MEETING – to be confirmed**

Rising at 8.25 p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_ 7<sup>th</sup> March 2013